



EAST TENNESSEE STATE
UNIVERSITY

Reconsideration of Residency Classification

Policy Name: Reconsideration of Residency Classification

Policy Purpose

This policy specifies how an applicant or student may request reconsideration of their residency classification if they believe they were incorrectly classified.

Applicability

This policy is applicable to admitted and enrolled students and applicants to ETSU.

Responsible Official, Office, and Interpretation

The Vice President of Student Life and Enrollment is responsible for the review and revision of this policy. For questions about this policy, please contact the administrative office indicated in the policy based on the student's academic level (e.g., undergraduate students contact the Office of Undergraduate Admissions). The Vice President of Student Life and Enrollment, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

N/A

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Policy

An admitted or enrolled student's residency classification is determined based on state law and applicable rule. If a student believes they were incorrectly classified, the student may submit a reconsideration request.

1. Reconsideration Request.

1.1. Undergraduate Student Request for Reconsideration of Classification.

If an undergraduate student believes their residency has been classified incorrectly, the student must submit to the Office of Undergraduate Admissions at admissions@etsu.edu the following: (1) [Residency Inquiry Form](#) and (2) the appropriate supporting documentation for review. The Office of Undergraduate Admissions will review the documentation submitted by the student and may request additional documentation as needed. The Office of Undergraduate Admission will issue a written determination to the student once all requests for documentation have been answered.

A student may include in their request that the review include up to one previous term. In those cases, the student may need to submit additional information related to that term.

1.2. Graduate Student Request for Reconsideration of Classification.

If a Graduate student believes their residency has been classified incorrectly, the student must submit: (1) [Residency Inquiry Form](#) and (2) upload the appropriate supporting documentation for review. The Dean of the Graduate School or designee will review the documentation submitted by the student and may request additional documentation as needed. The Dean of the Graduate School or designee will issue a written determination to the student once all requests for documentation have been answered.

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A student may include in their request that the review include up to one previous term. In those cases, the student may have to submit additional information related to that term.

1.3. College of Medicine Student Request for Reconsideration of Classification.

If a Medicine student believes their residency has been classified incorrectly, the student must submit: (1) [Residency Inquiry Form](#) and (2) the appropriate supporting documentation for review to the Quillen College of Medicine Office of Admissions and Records. The Associate Dean for Admissions and Records or designee will review the documentation submitted by the student and may request additional documentation as needed. The Associate Dean for Admissions and Records will issue a written determination once all requests for documentation have been answered.

A student may request that the review be retroactive to a prior semester if it occurs within the same academic year. In those cases, submitted supporting documentation should cover the requested time period.

1.4. College of Pharmacy Student Request for Reconsideration of Classification

If a Pharmacy student believes their residency has been classified incorrectly, the student must submit: (1) [Residency Inquiry Form](#) and (2) the appropriate supporting documentation for review to the Gatton College of Pharmacy Office of Student Affairs. The Assistant Dean of Student Affairs or designee will review the documentation submitted by the student and may request additional documentation as needed. The Assistant Dean will issue a written determination to the student once all requests for documentation have been answered.

A student may request that the review be retroactive to a prior semester if it occurs within the same academic year. In those cases, submitted supporting documentation should cover the requested time period.

2. Appeals.

If a request for residency reclassification is denied, the student may file one (1) appeal per level (e.g. an undergraduate student may file one appeal as it relates to continuous

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enrollment as an undergraduate; if they subsequently enroll in graduate school, the student may also file an appeal at the graduate school). A written appeal must be filed within 30 days of the date on which the notice of denial for reconsideration is issued. To file an appeal, the student or applicant sends the written request and supporting documentation in the format detailed in the Notice of Denial of Reconsideration by the deadline. Exceptions may be granted to extend this timeline due to extraordinary circumstances in the discretion of the Residency Classification Appeals Committee (e.g., the student was hospitalized). The student must follow this policy for the appeal to be considered.

Appeals will be considered by the Residency Classification Appeals Committee which reports to the Vice President of Student Life and Enrollment. The committee may request additional information or documentation from a student. The appeal will not be considered until all such requests are met.

Following submission of all required documentation by the student, the committee will consider the documentation to determine if it meets the applicable state law and the applicable rule for the purposes of residency determination related to tuition. The committee will issue a decision to approve or deny a change in the student's residency classification within 15 business days after receiving all requested documentation.

2.1. Appeals filed after the Start of a Semester.

If the change in classification occurs after the start of semester in which the appeal is filed, the committee may approve: (1) reclassification; (2) a refund for the current semester; and/or (3) eligibility for a State Benefit, if permitted by state law.

2.2. Appeals with Retractions Requests.

If the student establishes that their residency classification in previous semesters was incorrect, the committee may approve: (1) a retroactive refund for up to one (1) previous semester, and/or (2) eligibility for a State Benefit, if permitted by state law.

The decision of the committee to approve or deny reclassification and to approve or deny a retroactive refund, if permitted under this policy, is final. The decision of the Residency

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Classification Appeals Committee shall be conveyed to the administrative office consistent with the student's academic level and that office shall inform the student.

3. Due Process.

In the event the student has a due process objection as it relates to the Residency Classification Appeals Committee review of their appeal, the student must submit a written objection to the Vice President of Student Life and Enrollment stating the specific due process concern (e.g. timelines were not met, etc.) within five business days after the date of the Committee's discussion. A student cannot appeal the actual decision of the committee. The Vice President of Student Life and Enrollment or designee will review the objection and will either (1) determine no violation of due process; or (2) a violation occurred. If there is no violation, the Vice President of Student Life and Enrollment will inform the student of the outcome within 10 business days of receiving the objection. If it is determined that a due process violation occurred, the Vice President of Student Life and Enrollment will direct the committee to review the appeal again as appropriate. The decision of the Vice President of Student Life and Enrollment is final.

4. Misrepresentations.

If an individual misrepresents their residency status or provides false or misleading documentation during the application, classification, reconsideration, or appeals processes, the individual will be subject to the institution's disciplinary process, including and up to dismissal from a program and/or ETSU.

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Procedures

N/A

Applicable Forms and Websites

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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